

POLICY

Each facility must maintain hardbound logbooks or electronic logs to record and communicate routine program information, youth movement, unusual occurrences and emergency situations.

PURPOSE

To ensure the clear, accurate and thorough documentation of incidents that impact the safety and security of youth, staff and the public.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Designated in the facility standard operating procedure.

PROCEDURE

Each facility is required to develop and implement standard operating procedures (SOPs) that govern utilization, maintenance and review of logs. At a minimum, SOPs must contain the following requirements:

Types of Logs

A list and description of required logs, including the log name, type of log and whether the log is electronic or hardbound.

**Electronic Log
Procedures**

When electronic logs are used, procedures for the use of these logs including log storage and backup, required entries, corrections and staff reviews must be specified.

**Replacement and
Retention of
Logbooks**

Staff must immediately replace filled logbooks.

Procedures for tracking, storing and retaining filled logbooks.

Logbook Entries

Staff log entries must be concise, accurate, neat, legible and written in ink.

Staff log entries must contain all of the following:

- Daily observations of youth by staff, including any unusual youth behavior and medical concerns.
- All youth counts
- Results of all youth and room/area searches.
- Security and perimeter checks.
- Disturbances and riots.
- Removal of any youth from the general population.
- Use of de-escalation techniques.
- Use of physical or mechanical restraints.
- Use of behavior management/seclusion rooms.
- Departure of staff during the shift.
- Admission and release of youth, including names, dates, times and modes of transportation.

Staff must place the date of each log page at the top of the page.

Staff must write in each line of the log.

Staff must clearly identify each log entry they make by initially signing into the log, making their initial and printing their name. Staff must identify subsequent log entries during the shift by signing their name or initialling the entry as set by facility SOP.

Staff must make entries in red ink to identify events that might impact the safety and security of staff, youths and visitors or that relate to planned incidents such as escapes, riots, suicide or assaults.

When making log corrections, staff must:

- Avoid the use of whiteout, correction fluid or tape.

- Strike through any corrected item with a single line.
- Write the word “void” next to the struck out item.
- Sign and date/time the correction.

Staff must not remove or destroy log pages or otherwise obscure log content.

Staff must safeguard logs to prevent access by unauthorized personnel including youth and visitors.

When making a late entry, staff must make a log entry consisting of the current time, the words “Late entry”, the actual previous time of the logged event and the log entry. Identification by signature or initial remains required.

Review of Log Entries

Incoming staff and supervisors must review log entries for their wing/hall/pod for the previous two shifts. Staff must document this review by signing or initialing in the margin next to the most current log entry.

The facility/center director or designee must review log entries to ensure compliance with SOPs. The reviewer must initial or sign in the margin next to the most current log entry.

Staff must document corrective actions taken in response to log notations in the log.

AUTHORITY

Social Welfare Act, MCL 400.115a(1)(l)